

# **SCHOOL BOARD MINUTES**

Monday, June 25, 2018 5:45 PM

## **Delano Public Schools**

Independent School District #879, Delano Minnesota

### **1. Call to order at 5:45 p.m.**

A. Record of members present or absent

Members Present: A. Johnson, C. Milano, L. Seguin, A. Briesemeister, R. Depa, C. Black and M. Larson

Members Absent: None

### **2. Approval of Meeting Agenda**

Upon motion by L. Seguin, seconded by A. Briesemeister, the Board of Education approved the meeting agenda. Motion passed 7-0.

### **3. Work Session**

Mitch Rue presented proposed changes to Policy 613 Graduation Requirements. M. Rue said many other area schools have much shorter policies and noted that much of the policy was repeated in the high school handbook. Superintendent Matt Schoen said the handbook is approved annually, so it would make sense to keep the policy language general and refer to the handbook for specifics. M. Rue also highlighted changes to science requirements and electives. An addendum to the handbook reflecting the changes will be approved in July.

Community Education Director Diane Johnson presented updates to the Community Ed. employee handbook. Changes included dates, health and hospitalization matters, paid leave, vacation, salary schedules and merit raises.

L. Seguin said in the POC update that the committee has spent time discussing feedback regarding school security, and that a decision has been made to implement secured vestibules that will require a staff person to admit visitors from the vestibule. M. Schoen acknowledged that different nuances and challenges will have to be addressed at the different buildings. M. Larson said the security discussion has been underway long before a public comment on the issue was made at a preceding board meeting. R. Depa asked if office staff members have been included in procedure discussions, and M. Schoen said their input had been given. C. Black said whatever measures are taken will leave some unhappy, either because they want more security or because they feel the security measures in place are an inconvenience. R. Depa said the safety of front-line office staff should be a priority, and said she felt that most parents would be OK with additional security measures. C. Milano agreed. M. Schoen said the Community Ed. building is a particular challenge because it is an entrance with just one employee, and at certain times of day there is a constant flow of parents picking up children. He added that all districts are grappling with how to implement increased security measures, but there is a trend toward secure vestibules. A. Johnson asked if any aid was forthcoming from the Legislature after significant discussion during the recent session. M. Schoen explained that there is a statewide grant, but there is not a great deal of money and the application period does not open until August. He added that the district will not let that timing dictate its own actions on security.

Business Manager Mary Reeder presented an update on the 2017-18 budget at fiscal year's end and said the overall picture is good. She also presented information on the 2018-19 budget and said deficit

spending is planned. In addition, she outlined some of the large anticipated expenses and the long-term facility maintenance plan.

Committee reports included a brief recap from Schools for Equity in Education, but little was known at the time because the legislative session had just ended. In addition, the admin committee met and reviewed M. Schoen's goals for the year. M. Larson said the group would reexamine the way it gathered data going forward.

M. Schoen presented student participation in activities information from 2016-17 and 2017-18. The purpose was to see if there was an impact from higher fees, restructuring free and reduced, and eliminating the free third sport option. In 2016-17 there were 1,419 participants, and in 2017-18 there were 1,461. As a result, M. Schoen said that purely from the numbers it seemed that the fee changes did not affect participation. M. Schoen added that fees alone covered about 20 percent of costs in 2017-18 vs. 16 percent in 2016-17. Additional costs were covered by sources like gate fees and booster clubs, allowing about 40 to 45 percent of expenses to be covered by revenue. M. Schoen suggested that the board review fees and expenditures in alternating years to ensure that fees cover a certain percentage of costs, including fuel, coaches, officials, the impact of inflation and more. A. Briesemeister said families with multiple students had been a concern when fee increases were considered, and asked if the district had received much negative feedback anecdotally. High School Principal Steve Heil said he had not heard much feedback at all, other than some questions at the beginning of the season.

Board members also reviewed and provided comment on preliminary building plaques.

Upon motion by R. Depa, seconded by C. Black, the Board of Education called the meeting to recess at 6:54 p.m. Motion passed 7-0.

Board Chair M. Larson called the meeting out of recess and to order at 7:01 p.m.

#### **4. Pledge of Allegiance**

#### **5. Program Review - Q Comp Program**

Maria Menz and Meghan Gibas presented information on the Q Comp program. Benefits of the program listed by the pair include peer observations, collaborative group meetings, professional development, personal growth and reflection. Four components of the program include career ladder, job embedded professional development, teacher evaluation and performance pay. In the first component teachers are given opportunities to take on leadership positions. All teachers are peer coaches, and there are also lead peer coaches and Q Comp advisors. Professional development comes in the form of monthly lead peer coach meetings and collaborative groups that set goals in areas like developing grit, critical thinking, student achievement, observation training and overall wellness. Evaluation takes the form of three formal observations per year, which are conducted by two different coaches to ensure reliability. Performance pay provides an incentive for staff members to achieve site, district, professional, collaborative and observational goals. M. Menz and M. Gibas also highlighted the Q Comp mentorship program, which is in its third year, and Q Comp symposiums. Topics for the symposiums this year included three sessions on mindfulness, gratitude and resiliency, K-12 math, and discovering personality style. M. Schoen thanked M. Menz and M. Gibas for doing a phenomenal job of running the Q Comp program.

#### **6. Consent Agenda**

Upon motion by L. Seguin, seconded by A. Briesemeister, the Board of Education approved the Consent Agenda. Motion passed 7-0.

A. School Board Minutes

1. May 21, 2018

**B. Financial Affairs**

1. Current Budget Status with Year-to-Date Adjustments
2. Investment Transactions
3. Construction Bond Investment Transactions
4. Wire Transfers
5. Minnesota Liquid Asset Fund
6. Cash Report
7. Revenue Report by Fund
8. Expense Report by Fund
9. Expense Report by Program
10. Expense Report by Object
11. List of Bills Presented for Payment

**7. Resolution for Acceptance of Gifts**

**Upon motion by C. Milano, seconded by R. Depa, the Board of Education approved the Resolution for Acceptance of Gifts. Motion passed 7-0.**

**8. Personnel Matters**

**Upon motion by M. Larson, seconded by A. Briesemeister, the Board of Education approved the consent portion of the Personnel Matters. Motion passed 6-0, with L. Seguin abstaining.**

- 9. Public Comment: School patrons are given the opportunity to address the school board regarding items that are not on the agenda. All patrons will be asked to state their name and address for the record. No comments.**

**10. Administrative Reports**

- A. Superintendent

M. Schoen provided a construction update. He said the goal for the summer is to complete all academic areas, including the media center, in time for the start of school. The Performing Arts Center is scheduled for completion in mid-October, and additional locker rooms on the north side of the Tiger Activity Center are slated for December completion. The diving well should be complete by the end of August, and the pool should be back on line in time for girls swimming as a fall sport in mid-August. Locker rooms, with the exception of the pool locker rooms, should be completed on time. The pool locker room work may extend into September. In regard to the intermediate school, M. Schoen said the interior is substantially complete and punch list items are being addressed. The exterior is not substantially complete yet. Remaining work includes tree planting, sod installation and seeding. Technology features are being added to classrooms, such as sound systems and Clevertouch screens. Some furniture is being moved in. While construction proceeds, outdoor facilities are being used throughout the summer. M. Schoen reminded users to remember to check in with Community Education to see when those spaces are available. M. Schoen also said that Year 5 of the strategic plan will be implemented in 2018-19, which will be a transition year for the entire district due to the new grade configurations. The focus will be on four major components: technology, curriculum, professional development and facilities.

B. Principals:

1. Mr. Voight

B. Voight said his address marked the transition from middle school to intermediate school updates. He said he was very proud of the middle school teachers and their efforts to work together to pack and move. He said staff members have embraced the transition and have maintained a positive attitude during the process. B. Voight said some teachers were starting to unpack and arrange rooms, but space had to be maintained for technicians and contractors to finish their work. B. Voight also said teachers have been impressed with the administrative assistant staff members, who have been very productive in temporary spaces. In closing, B. Voight noted that Aug. 29 is the open house date for the intermediate school.

2. Dr. Heil

S. Heil briefly explained summer office staffing, and said it has been an interesting hiring year with about 20 rounds of interviews held. Construction has gone well, and S. Heil thanked those using not only the high school building but also the other spaces on campus for giving workers room to operate. S. Heil complimented the TAC staff for their cooperation and for getting visitors properly oriented as far as access to the building amidst the construction. He reminded community members not to use outdoor facilities when they are locked because TAC staff are not able to supervise use during those times. In general, S. Heil said the whole process is going well this summer and said it would be exciting to come back and see all the changes in the fall.

3. Mr. Hinker

G. Hinker presented information from the elementary school in place of D. Schuler. He explained the Student Support Team process to board members, sharing that that each school has a network of teachers who set aside time twice per month to assist peers with problems they might be having with a whole class or an individual. The team brainstorms possible interventions, including academic, behavioral or social-emotional measures, to aid struggling students and their teachers. The process aids in referrals to special education. In the elementary, 42 out of 54 students addressed by the SST were supported by classroom or intervention teachers, while 12 were referred to special ed. In addition, G. Hinker explained that all summer school programs are being housed in the elementary this year. A total of 143 students and 17 teachers with a number of paras will participate. R. Depa asked what the parents' role in the SST process is. G. Hinker said that prior to any discussion in SST, the teacher notifies the parents of the student, and the teacher also follows up with the parents after the SST discussion so they are well informed.

C. Business Manager

M. Reeder announced that it is an election year and that four seats are available. The filing period is from July 31 to Aug. 14. Each seat is a four-year term.

D. Community Education Director

D. Johnson said the summer parks program is beginning soon, and highlighted a number of the attractions. She announced that Dawn Hilgers is taking over as the ECFE programs manager after the retirement of Jane Shaffer. Preschool programs have been well attended this summer, and Tiger Kids Club participants have been enjoying trips to the new splash pad. A highlight was that the Gale Woods farm camp had wrapped up the previous week. Forty-nine students participated. Gale Woods staff members sent a message of appreciation for Delano's well-behaved and respectful participants, and said Delano students stand out each year. D. Johnson also highlighted Destination Imagination's banner year, with the Sugar Packets taking first at the Global Finals, the Cookie Lovers taking 19<sup>th</sup> at the Global Finals, and a third team qualifying as a global alternate. In closing, D. Johnson said the TAC remains very busy and that scheduling and access changes are being communicated to the community.

## 11. Board Reports

A. MAWSECO

A. Johnson reported that discussion at the most recent meeting centered around a recently completed pay equity study and financial data regarding the teacher contract settlement.

B. Wright Technical Center

A. Briesemeister reported that the most recent meeting involved adopting the next budget, approving a master agreement for teachers, discussion about summer school involving 75 students, and summer construction.

C. Schools for Equity in Education (SEE)

R. Depa reported that SEE discussed legislative action and discussed summer education regarding dyslexia.

## 12. Old Business

A.

B.

C.

## 13. New Business

- A. Approve Revised FY18 LTFM Expenditure Budget  
Upon motion by C. Black, seconded by R. Depa, the Board of Education approved the revised FY18 LTFM Expenditure Budget. Motion passed 7-0.
- B. Approve 2018-2019 Long-Term Facilities Maintenance Plan  
Upon motion by A. Briesemeister, seconded by C. Milano, the Board of Education approved the 2018-2019 Long-Term Facilities Maintenance Plan. Motion passed 7-0.
- C. Approve Original 2018-2019 Budget  
Upon motion by R. Depa, seconded by C. Black, the Board of Education approved the original 2018-2019 budget. Motion passed 7-0.
- D. Approve Lead in Water Management Plan  
M. Reeder explained that a plan was needed by July 1, and Resource Training and Solutions put a plan together. Testing will begin in July or August in the Community Education building, and the rest of the buildings will be tested during the school year.

Upon motion by M. Larson, seconded by L. Seguin, the Board of Education approved the Lead in Water Management Plan. Motion passed 7-0.

- E. First and only read of Policy 615 – Testing Accommodations, Modifications, and Exemptions for IEPS, Section 504 Plans, and LEP Students; Policy 618 – Assessment of Student Achievement; and Policy 623 – Mandatory Summer School instruction due to non-substantive and legal reference changes.  
Upon motion by L. Seguin, seconded by C. Black, the Board of Education approved the policy updates outlined above. Motion passed 7-0.
- F. Approve first read of Policy 613 – Graduation Requirements  
Upon motion by L. Seguin, seconded by C. Milano, the Board of Education approved the first read of Policy 613- Graduation Requirements due to substantive changes.

**14. Closed session to discuss contract negotiations strategy**

**Upon motion by M. Larson, seconded by R. Depa, the Board of Education approved closing the meeting to discuss contract negotiations strategy at 7:54 p.m. Motion passed 7-0.**

**15. Adjournment**

**Upon motion by C. Milano, seconded by R. Depa, the meeting was adjourned at 8:11 p.m. after the Board of Education briefly re-opened the meeting for the purpose of adjournment. Motion passed 7-0.**